

**UNIFIED SAN DIEGO COUNTY
EMERGENCY SERVICES ORGANIZATION
OPERATIONAL AREA EMERGENCY PLAN**

ANNEX N

DAMAGE ASSESSMENT AND RECOVERY

March 2000

UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES ORGANIZATION

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DAMAGE ASSESSMENT AND RECOVERY

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UNIFIED SAN DIEGO COUNTY EMERGENCY SERVICES ORGANIZATION

ANNEX N

DAMAGE ASSESSMENT AND RECOVERY

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ANNEX N

DAMAGE ASSESSMENT AND RECOVERY

I. GENERAL

This Annex describes the basic concepts, policies and procedures for the damage assessment and recovery functions during and following an emergency or disaster.

A. Introduction

The purpose of this Annex is to establish a system of response for gathering and reporting damage assessment information for the San Diego Operational Area. This Annex also provides information applicable to disaster recovery operations and is intended to expedite public and private recovery. For purposes of this plan, disaster recovery operations include:

- ☞ The planning and preparation necessary to facilitate disaster assistance for individuals, families and businesses.
- ☞ The planning, scheduling and coordination of recovery operations necessary to restore damaged governmental facilities and services.
- ☞ Conducting public hearings and taking other actions necessary to assist the community's physical and economic recovery.
- ☞ The preparation, planning and operations necessary for jurisdictions to receive all disaster-related financial assistance for which they are eligible.
- ☞ The development and implementation of mitigation measures required by the Federal Emergency Management Agency (FEMA).
- ☞ The consideration of self-imposed mitigation measures that jurisdictions might implement to correct previous deficiencies in planning, zoning and building codes or other past practices which may have resulted in areas of incompatible and dangerous occupancies.

B. Goals and Objectives

The goals of damage assessment and recovery include gathering and evaluating information of damage during and following a disaster; accurately estimating the financial value of losses and recovery costs; and applying for state and federal disaster relief funds. Disaster recovery operations require that local officials:

- ☞ Ensure that the jurisdiction receives all emergency assistance and disaster recovery costs for which it is eligible.

- ☛ Ensure that the jurisdiction is prepared to participate jointly with federal, state and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
- ☛ Ensure that required and/or approved mitigation measures are carried out.

The objectives to accomplish these goals include:

1. Defining and establishing an Operational Area Damage Assessment Team for response to the San Diego County Operational Area which includes the Operational Area Emergency Operations Center (EOC), all City EOC's, and field survey/inspection teams.
2. Determining and prescribing the roles and responsibilities for all involved agencies.
3. Outlining the essential functions involved in full scale damage assessment reporting and recovery.

C. Concept of Operations

Emergency operations are generally activated in three levels based on the severity and scope of the incident and the availability of resources. The damage assessment function is involved in all of the levels as listed below:

- LEVEL I -**
 - The Operational Area EOC may or may not be activated.
 - Damage Assessment reports will be required.
- LEVEL II -**
 - The Operational Area EOC will be activated.
 - Field survey and inspection teams may be activated.
 - Damage Assessment reports will be required.
 - Recovery phases will be initiated.
- LEVEL III-**
 - The Operational Area EOC will be fully activated.
 - Field survey and inspection teams will be fully activated.
 - Full recovery phase will be initiated.
 - Damage assessment reports will be required.

D. Plan Activation and Termination

Activation and termination of this Annex shall be at the direction of (1) the County's Chief Administrative Officer (CAO) in that capacity, or as Area Coordinator of the Unified San Diego County Emergency Services Organization; (2) a designated Assistant CAO; (3) the Director of the Office of Disaster Preparedness or designated representative; or (4) the Operational Area Damage Assessment Team Coordinator.

II. ORGANIZATION

The Operational Area Damage Assessment Team is organized into three main divisions: the EOC personnel, the field survey and inspection teams, and cost recovery operations. Figure I shows the organizational chart.

A. Operational Area EOC Operations

The Office of Disaster Preparedness has the primary responsibility for damage assessment. Two other county departments provide support in the Operational Area EOC; the Building Inspectors section of the Department of Planning & Land Use, and the Assessor's Office.

The Damage Assessment function of the Operational Area EOC consists of the following:

Damage Assessment Coordinator
Field Operations/Field Survey Coordinator
Financial Estimate Coordinator
Data Entry

B. Field Operations

Organized generally under the Department of Planning & Land Use, there are many agencies that are involved in field inspections and damage assessment. The agencies may organize their own team or coordinate together in multi-agency teams for field surveys and reports.

Engineers and building inspectors, assigned as disaster inspectors, will conduct building inspections in accordance with the San Diego Chapter of the International Conference of Building Officials "Model Disaster Preparedness and Response Plan" dated 3/5/91. This plan specifies structure-by-structure rapid surveys and posting of placards according to ATC-20 (Applied Technology Council).

Placard designations are as follows:

<u>Placard Color:</u>	<u>Placard Designation:</u>
GREEN	"INSPECTED - No Restriction On Use Or Occupancy"
WHITE	"REPAIRS NECESSARY - (This Placard is for Residential Buildings Only)"

RED/PINK

"UNSAFE - Do Not Enter Or Occupy"

YELLOW

"LIMITED ENTRY - Off Limits To Unauthorized Personnel"

C. Cost Recovery Operations

1. Applications

The Office of Disaster Preparedness applies on behalf of the County of San Diego's jurisdictional area to State OES and FEMA for disaster relief funds. Each incorporated city within the Operational Area also applies to State OES and FEMA for disaster relief funds.

2. Documentation

The County Auditor and Controller prepares and maintains all supporting documentation with reference to cost recovery and eligibility for the County of San Diego.

III. ROLES AND RESPONSIBILITIES

A. All Affected Organizations

1. Maintain Standard Operating Procedures (SOP) and functional checklists, to include automatic response of designated personnel to either the EOC, field survey, or recovery phase assignments.
2. Train personnel and alternates.
3. Complete initial status reports and forward to appropriate EOC(s).

B. Office of Disaster Preparedness

1. Responsible for the development, maintenance and testing of the Damage Assessment and Recovery Annex.
2. Provides support to the Operational Area Damage Assessment Team.
3. Reports situation and damage to State OES.
4. Coordinates and maintains files of all initial assessment reports.
5. Coordinates and maintains all records during the recovery phase, along with Auditor and Controller's Office.

C. Assessor's Office

1. Coordinates the dollar estimates for damage assessment as part of the Operational Area Damage Assessment Team, in the EOC.
2. Follows up on field reports in order to provide tax exemptions to owners of damaged private property.

D. Department of Planning & Land Use/City Building Departments

1. Coordinates the Damage Assessment Team to include the field survey teams.
2. Reports for the Operational Area Damage Assessment Team, in the EOC, and during the recovery phase.
3. Liaisons with International Conference of Building Officials (ICBO).

E. Departments of General Services

1. Inspects and reports on the status of communications and regional/county facilities.
2. Responsible for Cost Recovery Documentation of Field Response/Repairs and Estimates.

F. Departments of Public Works

1. Inspects and reports on county roads and various county facilities.
2. Responsible for Cost Recovery Documentation of Field Response/Repairs and Estimates.

G. San Diego County Water Authority

Coordinates reports on regional water distribution and facilities.

H. San Diego Gas and Electric

Inspects and reports on all power distribution and facilities.

I. Sheriff's Department

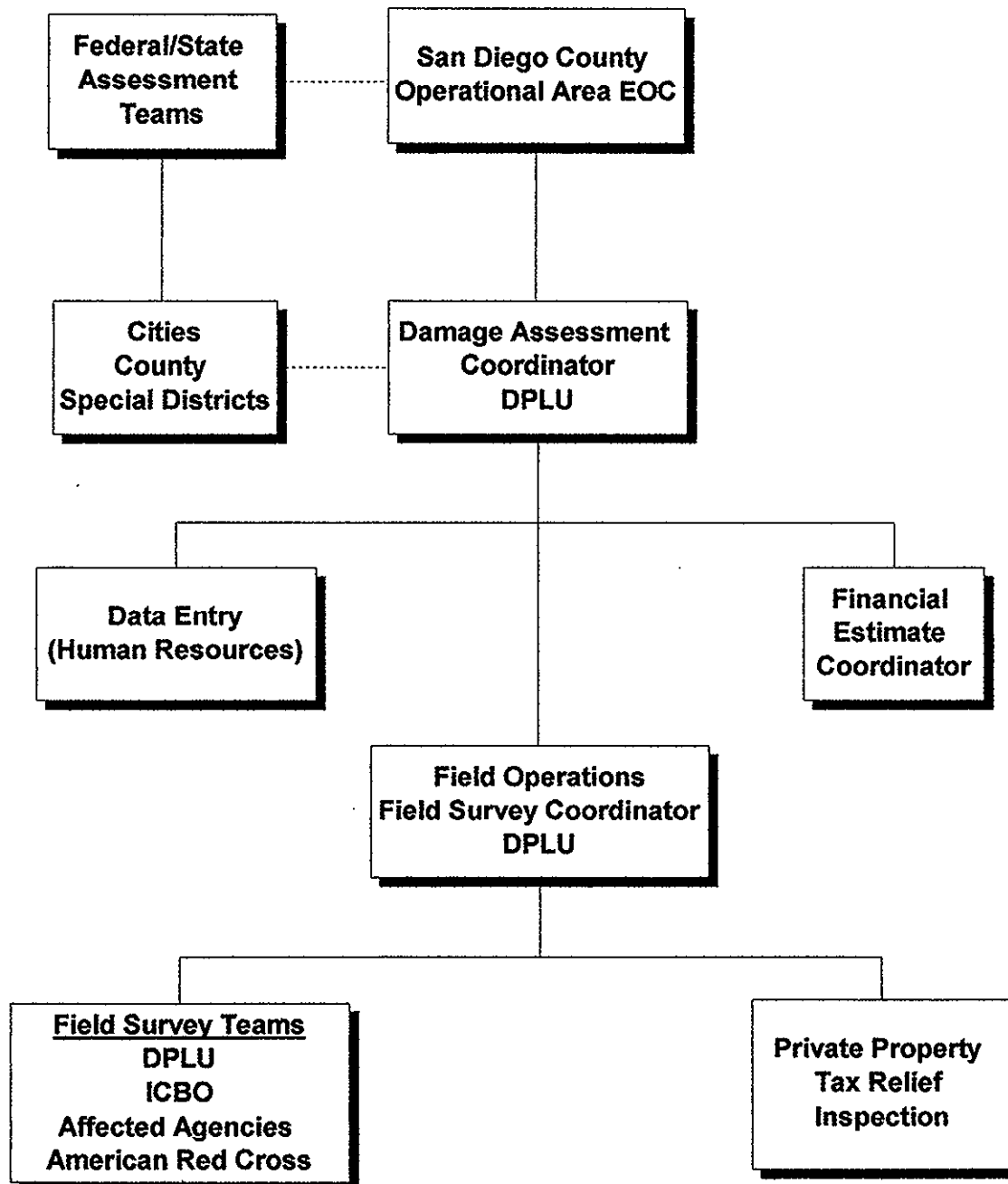
Provides initial field situation reports and updates from field units and ASTREA.

J. CALTRANS

Provides reports and estimates on state roads, highways and freeways, including all overpasses, underpasses and bridges.

Figure 1

ORGANIZATIONAL CHART
Operational Area Damage Assessment Team



K. California Highway Patrol (CHP)

Provides initial reports on damage to roads, highways and freeways.

L. Auditor and Controller's Office

Coordinates, along with ODP, the audit trail during the recovery phase.

M. International Conference of Building Officials (ICBO)

Coordinates the Building Inspector mutual aid plan (Model Disaster Preparedness and Response Plan) to include coordination of Field Survey Teams and Damage Assessment Inspections/Reports.

N. American Red Cross (ARC)

1. Conducts preliminary damage assessment "windshield surveys" in all portions of the Operational Area, within 24 hours, as situation and resources allow.
2. Conducts detailed damage assessment by community within 72 hours.

O. State

1. The State Office of Emergency Services (OES) receives damage assessment reports from the Operational Area and forwards the information to FEMA.
2. Coordinates with ODP and Federal Emergency Management Agency, the response of state inspectors and officials, State Agency Support Teams (SAST).
3. Determines eligibility and provides state recovery assistance and funding.

P. Federal

1. The Federal Emergency Management Agency (FEMA) receives reports and requests from State OES.
2. Coordinates with ODP and the State the response of federal inspectors and officials, Federal Agency Support Teams (FAST).
3. Determines eligibility and provides federal recovery assistance.

IV. FUNCTIONS

A. Notification

All affected agencies have predesignated personnel for responding either to the Operational Area EOC or in the field during, or immediately following, an emergency. Notification is as follows:

LEVEL I - Personnel are contacted by the Damage Assessment Coordinator.

LEVEL II - The Operational Area Damage Assessment Team automatically responds to the EOC for initial damage reports. Field survey teams are contacted by the Field Survey Coordinator if needed.

LEVEL III- All personnel needed for damage assessment automatically respond either to the Operational Area EOC or other predesignated locations.

B. Operational Area EOC

The Operational Area Damage Assessment Team at the Operational Area EOC compiles and assesses the reports of damage and casualties and coordinates the response of field survey teams.

C. Reports

The reporting process of damage assessment begins with the initial Event/Major Incident Report during the response phase of a disaster and continues through the field surveys and requests for state and federal assistance.

1. Response Phase

The State has initiated an online reporting system call **NetRIMS**. It is an Internet-based reporting and information management system. It uses pre-formatted reporting forms which are easily filled in by the jurisdiction, and it can be used to file reports at all levels, from initial reports to final reports. When this system is used, it is important that ODP be informed immediately so that the information can be forwarded to State OES as rapidly as possible.

If access to the Internet is not available, Attachments A, B and C to this annex are provided as the initial three reporting forms listed on NetRIMS. (Please note: The attached forms are representative of the NetRIMS forms, i.e., same numbering, titles, etc., however, they are not an exact replication.)

a. Event/Major Incident Report

At the occurrence of an emergency or major incident, applicable jurisdictions prepare an Event/Major Incident Report describing the nature and extent of the incident, the functional areas impacted and any anticipated

requests and this information is forwarded to the San Diego County Operational Area EOC. This information is then collated with information from all other affected jurisdictions and forwarded to the Southern Regional Office of State OES.

b. Situation Reports

Situation Reports are completed and updated as significant information is received and/or every 24 hours as the emergency situation continues. Situation Reports are forwarded the San Diego Op Area where they are then compiled into one Situation Report for the entire Op Area and passed on to State OES.

c. Initial Damage Estimate (IDE) Report

Initial damage estimates are itemized on the IDE and then forwarded to the San Diego County Operational Area. The IDE is then condensed into one report for the Operational Area and then forwarded to State OES.

IDE reports are based upon information obtained through field surveys. As soon as possible, "windshield surveys" are made of damaged areas by field survey teams which include representatives of the affected jurisdictions and the Red Cross. Damage estimates are made according to current property values and building costs. Utilities, CALTRANS and public agencies may be asked to provide dollar estimates for reported damage.

Additional Field Survey Teams consist of Building Inspectors that survey the damaged areas, determine structural safety and damage, and provide site-specific reports for assessment and recovery costs and operations. The teams are comprised of local structural engineers and architects coordinated by the Building Inspectors Division of the DPLU and representatives from utilities, jurisdictions, assessor, and other affected agencies locally.

2. Recovery Phase

If Local Government requests the State to request a Presidential Declaration or if State/Federal officials determine that due to the severity of the event, a Presidential Declaration is anticipated, then the Preliminary Damage Assessment (PDA) process will be initiated. Procedures and requirements for initiating the PDA Process whereby a joint PDA is conducted by the State and FEMA Public Assistance Officers (PAOs) are outlined in the State of California Office of Emergency Services' *The New Public Assistance Program Orientation Manual* dated November 1998 (see Section V. Cost Recovery/Disaster Assistance).

The audit trail begins with the initial responses and recovery operations and continues through the years of repair, rebuilding, and restoration. All affected departments, agencies and jurisdictions maintain their own records of emergency purchases, manpower, equipment and repair, and all other disaster related costs. This documentation is necessary for eligibility for recovery funds.

Grant and disaster relief fund requests come through the Office of Disaster Preparedness in accordance with State and Federal regulations for the unincorporated County areas, certain special districts, and contracted agencies and jurisdictions. The Auditor and Controller then assembles the necessary documentation, conducts documentation research, and analyzes all costs to prepare the claims for State and Federal eligibility, and administers all advance recovery funds held in trust. The Office of Disaster Preparedness also coordinates disaster assistance information for all jurisdictions locally.

V. COST RECOVERY/DISASTER ASSISTANCE

The County Office of Disaster Preparedness and the County Auditor and Controller coordinate the cost recovery procedures for the jurisdictional area of the County of San Diego. Each incorporated jurisdiction as well as special districts are responsible for filing for recovery of their incurred costs. All jurisdictions are responsible for filing for recovery in accordance with state and federal guidelines listed in OES' *The New Public Assistance Program Orientation Manual* dated November 1998; OES' *Disaster Recovery Public Assistance Applicant Packet* dated February, 2000; and FEMA's *Applicant Handbook*, FEMA PUB 323, dated 9/99. FEMA's Applicant Handbook and all Disaster Assistance FEMA forms can be found on FEMA's website at www.fema.gov.

A. DEFINITIONS, DAMAGE CATEGORIES AND DAMAGE GROUPS

1. Definitions-General

The following definitions specifically relate to the State and Federal disaster recovery process:

- a. **Contract Work** - Any work, equipment or materials provided to the jurisdiction under contractual or rental agreement. This does not include rented equipment operated by jurisdictional employees (these costs are listed on Rented Equipment Summary Records and the labor costs are shown on Force Account Labor Summary Records).
- b. **Exhibit "B"** - Form completed by the Local Government Emergency Coordinator or their designee, identifying the location of the damage, a description of the damage and the scope of work needed to repair the damage. Primary document used by OES and FEMA to list eligible sites.
- c. **Force Account** - Any work, equipment or materials provided by jurisdictional employees or stockpiles.
- d. **IA - Individual Assistance**. All disaster recovery assistance provided to individuals or businesses.

- e. **Immediate Needs Funding (INF)** is a partial advance on Emergency Work (EW) items identified during the Preliminary Damage Assessment (PDA). INF is designed to assist the applicant in dealing with their *urgent needs*, meaning that it generally covers those items that will require payment by the applicant within the first 60 days after the disaster declaration. The state and FEMA will assess and determine the need to provide INF following a disaster. If INF is provided, the state may also impose separate requirements for INF recipients. INF is *not intended* for those EW items that involve Special Consideration (SC) or items of work that will require longer than 60 days to complete. These particular items will be funded in the normal manner. Only applicants that were included in the PDA are eligible to receive INF.
- f. **Project Worksheet (PW)** - *formerly known as the Damage Survey Report (DSR)*. The Project Worksheet is prepared by Local Governments for small projects and the FEMA/OES Project Officers will prepare large PWs. Note: The small/large project threshold is adjusted annually by FEMA based on the Consumer Price Index. As of October 1, 1999, the threshold is \$48,900.
- g. **Request for Public Assistance (RPA)** *formerly known as the Notice of Interest (NOI)*. Form completed by the Local Government Emergency Coordinator or their designee, identifying the category of damage experience by the jurisdiction and requesting the assistance of the State and Federal government.
- h. **PA** - Public Assistance. All disaster recovery assistance provided to government agencies.
- i. **PDA** - Preliminary Damage Assessment. Process where State and Federal inspectors will view damage sites to determine if the jurisdiction has sustained enough damage to require assistance.

2. Definitions-Site

The following examples relate to the definition of the term "site." These examples are provided to ensure the jurisdictional definition of a site meets with the State and Federal interpretation. In general, each individual location should be considered as a separate site. Only as a last resort and for projects that individually are less than \$1,000 each, but when combined exceed \$1,000 should be grouped together by pre-existing zone or geographic proximity (¼ to ½ mile radius).

a. Debris Removal

A site should be for the specific area where the debris was removed. For example, an airport industrial area could constitute a single site, as well as could a specific beach. For debris removal on streets, the streets should be grouped together either in a pre-defined zone, or within ¼ to ½ mile. The only exception to the mileage would be streets where debris could be

grouped between major cross streets (e.g. Mission between Canyon Dr. and Airport Road). Parks should be considered a single site unless grouped with the streets surrounding the park.

b. Emergency Response

A site can be department-wide if the costs were incurred on general duties (e.g. traffic control, rescues, etc.). If expenditures of \$1,000 or more were made for a single location, then this single location must be considered an individual site (e.g. 24 hour security for a washed out roadway for 7 days). Most fire and law enforcement expenses will be grouped on a department-wide basis.

c. Streets and other Public Facilities

Each individual street or facility should be considered a separate site. If there is damage to several streets in the same general vicinity (e.g. sidewalk repairs in a four block area), then they can be considered a single site. If the work that is being performed is limited in nature at each site, but constitutes considerable effort on a jurisdiction-wide basis, then these locations can be grouped by pre-existing zone.

d. Equipment Damage

Whenever a piece of local government equipment is damaged or lost due to a declared emergency, this constitutes an individual site. For example, three vehicles with engine damage due to flooding would be considered three separate sites. Vehicles or equipment with less than \$1,000 in damage can be grouped together only if damaged at the same location (e.g. library books or stockpiled supplies).

3. Damage Categories

The State and Federal government have divided damage expenditures into seven (7) specific categories. These categories are as follows:

a. Category A - Debris Removal

This category includes all expenditures associated with the removal of mud and other debris from public property. This can include the removal of private/personal property that has been moved to the right of way under the direction of the jurisdiction. If the labor is completed by local government employees (force account), then only overtime hours are eligible for reimbursement. All jurisdictional and rental equipment hours (regardless of whether the operator was on regular time or overtime), materials and contract costs are eligible for reimbursement.

b. Category B - Emergency Protective Measures

This category is used for all expenditures associated with emergency response, including, but not limited to, traffic control, public information activities, fire and rescue response, safety assessments, EOC operations, sandbagging and patrolling flood control facilities. Generally, Category B measures are those temporary measures designed to remove or reduce immediate threats to public property (or public property when in the public interest) or protect them from further damage. If the labor is completed by jurisdictional employees (force account), then only overtime hours are eligible for reimbursement. All jurisdictional and rental equipment hours (regardless of whether the operator was on regular time or overtime), materials and contract costs are eligible for reimbursement. Hours spent preparing disaster reimbursement forms are ineligible.

c. Category C - Roads and Bridges

This category is used for all expenditures associated with street, road, bridge or sidewalk repairs. This includes, but is not limited to, street signs, traffic lights, curbs and gutters, roadways (paved and unpaved), bridges, manhole covers, embankments and other roadway related structures. Both regular and overtime hours and benefit costs of jurisdictional employees involved with Category C work are eligible costs. All jurisdictional and rental equipment hours, materials and contract costs are eligible for reimbursement as well.

d. Category D - Water Control Facilities

This category is used for all expenditures associated with flood control, drainage or irrigation facilities owned and maintained by the jurisdiction. This includes, but is not limited to, storm drains, dams, debris basins, dikes, levees, flood gates and flood control channels. Regular and overtime hours as well as benefit costs of jurisdictional employees involved with Category D work are eligible costs. All jurisdictional and rental equipment hours, materials and contract costs are eligible for reimbursement as well.

e. Category E - Public Buildings and Equipment

This category is used for all expenditures associated with public buildings and related equipment owned or maintained by the jurisdiction. This includes, but is not limited to, local government buildings, leased buildings where the jurisdiction is contractually required to maintain them, park and recreation buildings, office equipment, supplies lost in a disaster, library books, vehicles, specialized equipment and radios. This category does not include water and sewer buildings, supplies or equipment (Category F) or park or recreation facilities (Category G). Regular and overtime hours as well as benefit costs of jurisdictional employees involved with Category E work are eligible costs. All jurisdictional and rental equipment hours, materials and contract costs are eligible for reimbursement as well.

f. **Category F - Public Utilities**

This category is used for all expenditures associated with water, power and sewage systems. This includes, but is not limited to, water and sewage treatment facilities, distribution systems and supplies (chlorine, etc.).

Regular and overtime hours as well as benefit costs of jurisdictional employees involved with Category F work are eligible costs. All jurisdictional and rental equipment hours, materials and contract costs are eligible for reimbursement as well.

g. **Category G - Parks, Recreation Facilities and Other**

This category is used for all expenditures associated with parks, recreation facilities (not buildings) and facilities not included with the other categories. This includes, but is not limited to, parks, playgrounds, docks, swimming pools and picnic tables. This category is also used to document damage for facilities not included in other categories. Regular and overtime hours as well as benefit costs of jurisdictional employees involved with Category G work are eligible costs. All jurisdictional and rental equipment hours, materials and contract costs are eligible for reimbursement as well.

4. **Damage Groups**

The State and Federal government have further divided the seven (7) damage categories into two (2) general groups. These groups are:

a. **Emergency Work**

This category includes all expenditures associated with Category A and B. Emergency work must be completed within six (6) months of the close of the disaster period. Extensions to this time line can only be granted if the jurisdiction submits a written request to OES stating the reasons for the delay and an estimated time of completion. Emergency work completed beyond 6 months from the date the emergency period closed is completely ineligible for reimbursement unless an extension was granted. See Attachment I for a sample letter of extension.

b. **Permanent Work**

This category includes all expenditures associated with Categories C, D, E, F and G. Permanent work must be completed within 18 months of the close of the disaster period. Extensions to this time line can only be granted if the jurisdiction submits a written request to OES stating the reasons for the delay and an estimated time of completion. Permanent work completed beyond 18 months from the date the emergency period closed is completely ineligible for reimbursement unless an extension was granted. See Attachment I for a sample letter of extension.

B. RESPONSIBILITIES

1. Emergency Coordinator

An Emergency Coordinator position for the jurisdiction needs to be designated and the position is often filled by an individual within the Fire Department or the Police Department.

Responsibilities of the Emergency Coordinator are as follows:

- a. Notify each Department Director that this annex has been activated;
- b. Serve as the liaison between the jurisdiction/agency and all County, Operational Area, State, Federal and non-profit agencies during the period immediately following the emergency;
- c. Ensure a Local Emergency has been proclaimed by the City and/or the County. A City Local Emergency proclamation is not necessary if the County has proclaimed a Local Emergency that covers the City affected by the disaster;
- d. Submit damage and expenditure summaries to the County Office of Disaster Preparedness (ODP);
- e. File a Request for Public Assistance (RPA) with the State Office of Emergency Services (OES); and,
- f. Submit a List of Damage Sites (Exhibit "B") to ODP and updating the list as necessary.
- g. Assist the Recovery Manager as necessary.

2. Recovery Manager

The local government Director or Assistant Director of Emergency Services will assign a Recovery Manager to oversee the disaster recovery process. The Recovery Manager will be assigned from the Department having the greatest degree of involvement, expenditure or damage. For example, a flood emergency will most likely result in a representative from the Public Works being appointed, while a civil unrest emergency will most likely result in a Recovery Manager being appointed from the Law Enforcement agency.

Responsibilities of the Recovery Manager are as follows:

- a. Serve as the liaison between the jurisdiction/agency and all State and Federal disaster recovery agencies;

- b. Ensure all documentation gathered by each department on expenditures and damage is in the proper format for review by the State and Federal inspectors;
- c. Coordinate with the Departmental Point of Contact concerning site inspections by State and Federal disaster recovery inspectors;
- d. Review all Project Worksheets prepared by the State and Federal inspectors for accuracy and either concurring with their recommendations or generating a letter of non-concurrence;
- e. Maintain accurate records of project sites, including copies of the Project Worksheets, applicable photographs and other documentation;
- f. Archive all disaster recovery files with the appropriate jurisdictional agent following the conclusion of the disaster period; and
- g. Manage the State or Federal single audit of the disaster.

3. Departmental Point of Contact

Following the activation of this annex, each department within the jurisdiction that has expended funds or suffered damage will identify a single point of contact for recovery operations. The name, title, work phone number and home phone number of this point of contact will be provided, in writing, to the Assistant Director of Emergency Services within 24 hours of the activation. The responsibilities of the departmental point of contact are as follows:

- a. Gather information for their department concerning damage and/or expenditures;
- b. Answer questions regarding departmental damage and/or expenditures;
- c. Coordinate with the Recovery manager for damage site visitations by State, Federal or private sector organizations (e.g. Red Cross); and,
- d. Ensure appropriate documentation on each damage site or expenditure is gathered and submitted to the Recovery Manager (see section D., Documentation).

4. Finance Division

For each emergency, the responsible official will appoint a departmental point of contact from the finance division/department who will be responsible for the following jurisdiction-wide activities:

- a. When requested, provide copies of all financial documents or reports (pay sheets, checks, etc.) regarding damage and expenditures to the Departmental Point of Contact or Recovery Manager;
- b. Generate necessary financial reports such as payroll records; and,
- c. Assist the Recovery Manager with the State or Federal Single audit.

5. Fleet Management-General Services Department

The Fleet Management division of the General Services Department is responsible for maintaining a record of all jurisdiction equipment. This record must be provided in a written format and will be used by the State and Federal inspectors when completing the equipment record portion of the Project Worksheets, (PWs). This record is to include:

- a. Shop number of equipment (e.g. F11, S40 or SD)
- b. Description of equipment (e.g. 5 ton dump truck)
- c. Horsepower of equipment
- d. Jurisdictional hourly rate for equipment
- e. Breakdown of how the jurisdictional hourly rate was calculated

C. STATE AND FEDERAL FORMS

1. Request for Public Assistance (RPA) (Attachment D)

Completed by the City Emergency Coordinator; special district emergency coordinator or, in the case of the County, the appropriate department(s); identifying the category of damage experienced by the jurisdiction and requesting the assistance of the State and Federal government.

2. Exhibit "B" (Attachment E)

Completed by the City Emergency Coordinator; special district emergency coordinator or, in the case of the County, the appropriate department(s); identifying the location of the damage (by site), a description of the damage and the scope of work.

3. Agent Designation (Attachment H)

Completed by City/County Emergency Coordinator, or in the case of special districts, by the appropriate official and adopted by the City Council/County Board of Supervisors, or the special district board. Identifies the local government staff authorized to sign cost sharing agreements and other financial documents. This document does not identify those who can sign PWs on behalf of the jurisdiction.

4. Project Worksheet (PW) (Attachment F)

The Project Worksheet is prepared by Local Governments for small projects and the FEMA/OES Project Officers will prepare large PWs. Note: The small/large project threshold is adjusted annually by FEMA based on the Consumer Price Index. As of October 1, 1999, the threshold is \$48,900.

5. Request for Extension (Attachment I)

Completed by Recovery Manager or Departmental Point of Contact (with Recovery Manager notification) to request an extension of the 6 month (Category A and B) and 18 month (Category C, D, E, F and G) project completion deadlines.

D. DOCUMENTATION

1. Notification of Emergency Coordinator

Each department is responsible for providing written notification to the Emergency Coordinator anytime they expect to expend funds for damage-related clean-up or repairs (labor, equipment or material costs) at any one site. (Jurisdictions may wish to establish pre-determined minimum/maximum expense limits.) This notification should be made within 48 hours and must include the following:

- a. Location of site, including TB map coordinates
- b. Description of damage, including an estimate of the cost to repair or replace the facility/equipment
- c. Description of work to be performed
- d. Name of contact for further information

The City Emergency Coordinator; special district emergency coordinator or, in the case of the County, the appropriate department(s); will utilize this information to complete the forms necessary to request State and Federal assistance (Exhibit "B" and PDA forms). Failure to provide this notification can result in the site being deemed ineligible for recovery assistance.

2. Site Documentation - Law Enforcement, Fire and EMS activities

Since the responsibilities assigned to Law Enforcement and Fire Departments often times result in an expenditure at any one site of less than \$1000, special reporting requirements apply to the following disaster related Fire, Rescue and Law Enforcement activities:

- fire incidents
- emergency medical services incidents
- traffic control
- rescue incidents
- public assistance incidents

Whenever the jurisdiction enters into a disaster period, all involved departments (Fire, Law Enforcement, Public Works, EMS) will need to begin tracking all of the above responses and expenditures that are storm-related. All equipment, material and overtime labor costs associated these incidents are eligible for disaster reimbursement. Each department will create a file containing the following information:

- a. Name of contact for further information
- b. Copies of CAD incident histories (IH) for each storm-related incident (regardless of whether only regular hour personnel responded)
- c. Copies of invoices and/or contracts for contracted/purchased materials, equipment or services (see section D.8)
- d. Force account labor records (see section D.4)
- e. Force account equipment records (see section D.5)
- f. Material records (see section D.7)
- g. Rented equipment records (see section D.6)

The documentation is to be maintained and updated by the reporting department and will be turned over to the recovery manager for processing when the State and Federal inspection teams arrive to complete the Project Worksheet (PWs).

3. Site Documentation - Damage and Clean-up

For each site reported to the City Emergency Coordinator, special district emergency coordinator or, in the case of the County, the appropriate department(s); the reporting department is required to create a damage site file containing the following information:

- a. Location of site, including TB map coordinates
- b. Description of damage

- c. Description of work to be performed
- d. Name of contact for further information
- e. Color photographs of damage (minimum of 2; not Polaroids)
- f. Copies of invoices and/or contracts for contracted/purchased materials, equipment or services (see section D.8)
- g. Copies of any departmental work management system reports (if utilizing this type of system)
- h. Force Account Labor Summary Records (see section D.4)
- i. Force Account Equipment Summary Records (see section D.5)
- j. Materials Summary Records (see section D.7)
- k. Rented Equipment Summary Records (see section D.6)
- l. Contract Work Summary Records (see section D.8)
- m. Copies of any estimates or bids received

This damage site file is to be maintained and updated by the reporting department and will be turned over to the recovery manager for processing when the State and Federal inspection teams arrive to complete the Project Worksheet (PWs).

4. Jurisdiction Labor Records

All work hours performed by the jurisdiction's employees at each site (with the exception of items listed in section D.2) are to be recorded on either a Force Account Labor Summary Record (Attachment J) or other written record containing the following information:

- a. Employee(s) name
- b. Employee(s) job title
- c. Synopsis of work performed at the site
- d. Date and number of regular hours
- e. Date and number of overtime hours worked
- f. Total number of regular hours worked

- g. Total number of overtime hours worked
- h. Employee(s) regular hourly salary
- i. Total regular hour cost
- j. Employees regular benefit rate (decimal format)
- k. Total regular hour and benefit cost
- l. Employees overtime salary rate
- m. Employees overtime benefit rate(decimal format)
- n. Total overtime hour and benefit cost
- o. Total regular hour and benefit cost for all employees at the site
- p. Total overtime hour and benefit cost for all employees at the site

Hours spent performing the duties listed in section D.2 can be listed on a department-wide (e.g. all law enforcement activities) Force Account Labor Summary Record if the site total does not exceed \$1000. If only overtime or regular hours were associated with a specific site or employee, there is no need to display their other hourly or benefit rates. Employee hours not submitted in the above format will be denied by OES and FEMA and will not be reimbursed.

5. Jurisdiction Equipment Records

All hours spent by jurisdiction equipment at each site (with the exception of items listed in section D.2) are to be recorded on either a Force Account Equipment Summary Record (Attachment K) or other written record containing the following information:

- a. Shop number of equipment (e.g. F11, S40 or SD)
- b. Description of equipment (e.g. 5 ton dump truck, 1.5 CY Wheel Loader)
- c. Horsepower of equipment
- d. Date and number of hours worked
- e. Hourly rate for equipment
- f. Total cost of equipment
- g. Total cost for all equipment at the site

Light vehicles (e.g. sedans, small pick-ups, ambulances) are only reimbursed at a per mile rate. All other equipment is reimbursed on a per hour basis. Equipment operated while performing the duties listed in section D.2 (Fire Engines, Law Enforcement vehicles) can be listed on a department-wide (e.g. all law enforcement activities) Force Account Equipment Summary Record if the site total does not exceed \$1000. Equipment hours that involve disaster-related activities, with the exception of standby time, are eligible for reimbursement, regardless of whether the operator was on regular or overtime status. Equipment hours not submitted in the above format will be denied by OES and FEMA and will not be reimbursed.

6. Rented Equipment

All hours spent by rented equipment at each site (with the exception of items listed in section D.2, which can be kept as department-wide records, versus site records) are to be recorded on either a Rented Equipment Summary Record (Attachment L) or other written record containing the following information:

- a. Description of equipment (e.g. 5 ton dump truck, 1.5 CY Wheel Loader)
- b. Horsepower of equipment
- c. Date and number of hours worked
- d. Hourly rate for equipment, both with and without operator
- e. Total cost of equipment as billed by vendor
- f. Vendor name
- g. Invoice number
- h. Date and amount paid by Jurisdiction
- i. Check numbers
- j. Total cost for all rented equipment at the site

Rental equipment costs that involve disaster related activities, with the exception of standby time, are eligible for reimbursement, regardless of whether the operator was on regular or overtime status. Rental equipment costs not submitted in the above format will be denied by OES and FEMA and will not be reimbursed.

7. Material Summary Records

All materials used by jurisdictional personnel at each site (with the exception of items listed in section D.2) are to be recorded on either a Materials Summary Record (Attachment M) or other written record containing the following information:

- a. Date item used
- b. Description of item (e.g. minus 6" rock, flares, etc.)
- c. Quantity of item (e.g. 4 tons, 3 cases of 12)
- d. Unit cost of item
- e. Total cost of item
- f. Was the item purchased or pulled from jurisdiction stockpiles?
- g. If purchased, who was it purchased from?
- h. Total cost for all material used at the site

Materials used while performing the duties listed in section D.2 (Fire Engines, Law Enforcement vehicles) can be listed on a department-wide (e.g. all law enforcement activities) Materials Summary Record if the site total does not exceed \$1000. All material costs that involve disaster-related activities are eligible for reimbursement, regardless of whether the operator was on regular or overtime status. Material costs not submitted in the above format will be denied by OES and FEMA and will not be reimbursed. Materials utilized by contract labor are to be listed with the Contract Account costs.

8. Contract Work Summary Record

Contract Work costs are considered those costs that are associated with work performed solely by an outside organization. Most costs associated with outside organizations providing clean-up or repair of disaster-related damage are eligible for reimbursement as Contract Work costs. For example, if minus 6" rock was purchased by the jurisdiction, trucked to a site in the jurisdiction's vehicles and placed into position by jurisdictional personnel, this should be listed on a Materials Summary Record with Force Account Equipment and Labor Records as well.

However, if the same minus 6" rock was purchased by the jurisdiction and trucked to the site by an outside organization, these costs would be considered Contract Work costs. Contract Work costs must be documented on a Contract Work Summary Record, (Attachment N) along with the following information:

- a. Name of outside organization (e.g. Roy Ladd Co.)

- b. Date(s) of service (beginning and ending)
- c. Description of service provided (e.g. clean-up and dispose of all debris on city/county streets, grounds)
- d. Quantity of service/item provided if not a lump-sum contract (e.g. 4 hours of Cat D-6 work with operator)
- e. Cost per hour per item, if not lump-sum
- f. Total cost of work performed at site or contract
- g. Copy of ATP or PO payment information
- h. Copy of bid(s) or estimate(s) received if the contracting was not for emergency work or did not utilize a standing PO (see section D.9)

Material used while performing the duties listed in section D.2 (Fire Engines, Law Enforcement vehicles) can be listed on a department-wide (e.g. all law enforcement activities) Contract Work Summary Record if the site total does not exceed \$1000. Contract costs not submitted in the above format will be denied by OES and FEMA and will not be reimbursed.

Each department must ensure that all bid documents (non-emergency work) or contractor submitted invoices (emergency work) are broken down to reflect the cost per category listed in section A.3 (Damage Categories). If the work was single category work (e.g. repair a sewer line), this can be considered a single category Project Worksheet (PW) even if it required excavating a street. This single category classification is based on the fact that the street was not damaged by the emergency, but rather was damaged by the need to repair the sewer line.

9. Emergency Contracting

There are three types of disaster-related contracting. They are:

Standing purchase order (PO)

Emergency contracting

Permanent contracting

Contracted services or supplies performed/provided by organizations with a standing PO do not require competitive bidding (e.g. meals, repair of vehicles, etc.). No contracts are required and the rates charged must be at or less than those previously established (normal and customary). Rented equipment costs are to be shown on a Rented Equipment Summary Record.

Emergency work is work that must be performed in order to immediately protect public facilities or the health or safety of the public. Examples of emergency work include: removal of unsafe debris from streets or beaches; placement of rip-rap to protect bridges or roads; and emergency shoring of unsafe buildings. Emergency contracting for engineering-related services must meet the requirements set forth in the jurisdiction's applicable General Services/Community Services Department's Emergency Contracting Procedures.

Permanent work involves the restoration of damaged facilities to pre-disaster condition. In order for permanent work contracting to be eligible for reimbursement, all applicable jurisdictional policies and procedures for announcement, bidding and awarding must be met. This includes completion bonding and insurance regulations.

Each department is responsible for ensuring that all invoices submitted by the contractor for emergency work are broken down to reflect the cost per category listed in section A.3 (Damage Categories).

VI. RESUMPTION OF LOCAL GOVERNMENT OPERATIONS

Depending upon the extent of damage after a disaster, governmental agencies may be forced to operate from widely scattered, makeshift locations with little or no notice, inadequate communications, shortages of supplies and staff, and other limitations. Communications amongst agencies will be difficult; day-to-day interdepartmental processes will most likely be impeded; and the public may become frustrated and disoriented due to the lack of access to normal governmental services. Provisions for issues such as the emergency relocation of government agencies and the reconstruction of public facilities should be addressed in local government recovery plans.

In order to ensure continued operations immediately following a disaster, local governments should develop standard operating procedures (SOP's) that address the following areas, at a minimum:

- | | |
|--|---|
| <input type="checkbox"/> Chain of Succession | <input type="checkbox"/> Alternate Work Site(s) |
| <input type="checkbox"/> Clean-up and Salvage Operations | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Internal Shift Coverage | <input type="checkbox"/> Employee Shelter/Care |
| <input type="checkbox"/> Reporting Procedures for Remote Relocations | <input type="checkbox"/> Employee Communications |
| <input type="checkbox"/> Facility Restoration | <input type="checkbox"/> Purchasing Authority |
| <input type="checkbox"/> Vital Records Protection | <input type="checkbox"/> Off-Site Storage and Retrieval |

AUTHENTICATION:



Daniel J. Eberle, Director
Office of Disaster Preparedness

4-24-00

Date

ATTACHMENT A

EVENT/MAJOR INCIDENT REPORT - (San Diego County Operational Area)

Reported by: _____

Agency: _____

Position: _____

Phone: _____

Please select the level of this Report after
completing the above information:

- ☐ City ☐ OES Region
☐ Operational Area ☐ OES Headquarters
☐ Special District

1.a. Overall Event Name:

If incident is related to a larger event, then select an event

Otherwise, name this event/incident

2. Incident Name:

*If this is related to a larger event, select the
name:*

*Otherwise, leave blank or name the
incident:*

3. Event Type:

4. Date/Time of Event:

5. Location Description of Event:

6. Impact of Event: ☐ Major ☐ Moderate ☐ Minor ☐ Routine

7. Situation (First 60 characters used in views)

Functional Area Impact

a. Status (Optional)

b. Remarks (Optional)

8. Fire and Rescue:

a. _____

b. _____

9. Law Enforcement:

a. _____

b. _____

10. Care and Shelter:

a. _____

b. _____

11. Medical/Health:

a. _____

b. _____

EVENT/MAJOR INCIDENT REPORT (continued)

12. Movement: a. _____

b. _____

13. Construction and Engr: a. _____

b. _____

14. Utility: a. _____

b. _____

15. EOC Activated? ☐ Yes ☐ No

16. Mutual Aid Received in Last 24 Hours? ☐ Yes ☐ No

17. Mutual Aid Needed In Next 24 Hours? ☐ Yes ☐ No

18. Critical Issues? ☐ Yes ☐ No

19. Prognosis: ☐ Worsening ☐ No Change ☐ Improving

20. Reported By (entered at top of screen):

a. Name:

b. Agency:

c. Phone:

d. Fax Number:

e. Alternate Number:

21. Date/Time of this Report:

22. Person Receiving Report:

a. Name: _____

b. Agency: _____

c. Phone: _____

d. Fax Number: _____

e. Alternate Number: _____

23. Additional text information: _____

ATTACHMENT B

Situation Report (San Diego County Operational Area)

Reported by: _____

Agency: _____

Position: _____

Phone: _____

Please select the level of this Report after
completing the above information:

- ☐ City ☐ OES Region
☐ Operational Area ☐ OES Headquarters
☐ Special District

1. Event Name:
2. Date/Time of Event:
3. Event Type:
4. Event Location:
5. Areas Affected:
6. Report as of:
7. Weather
8. Current Situation:

9. Current Situation Detail Status	High, Moderate, Low, Yes, No, Unknown	Locations, Comments, etc.
a. Significant Damage:		
b. Deaths:		
c. Injuries:		
d. Damaged Buildings:		
e. Utility Problems:		
f. Communication Problems:		
g. Road Problems:		
h. Evacuations:		
i. Critical Issues:		
j. Other Problems:		

(See individual Branch Status Reports for Detailed Information)

Situation Report (continued)

10. FUNCTIONAL AREA RESPONSE STATUS:	STATUS Yes, No, Unknown	DETAILS, LOCATION, COMMENTS, ETC.
a. EOC(s) Activated		
b. Care & Shelter		
c. Construction & Engineering		
d. Haz Mat		
e. Fire & Rescue		
f. Law Enforcement		
g. Medical/Health		
h. Movement		
i. Utilities		
j. Disaster Assistance Programs/Facilities		
k. Mutual aid received in last 24 hours?		
l. Mutual aid needed in next 24 hours?		
m. Prognosis <input type="radio"/> Worsening <input type="radio"/> No Change <input type="radio"/> Improving		

11. Major Incidents:

12. Response/Recovery Priorities:

13. Proclamations/Declarations:

- | | |
|--------------------------------------|-----------------------------|
| a. Local: | b. Gubernatorial Requested: |
| c. State OES Director's Concurrence: | d. Gubernatorial Received: |
| e. Presidential Requested: | f. Presidential Received: |

14. Other Critical Information or General Comments:

15. Date/Time of Next Report:

16. Attachments:

Attached:

To Follow - Date/Time:

- | | | |
|---------------------------------------|---|---|
| a. Map(s) - Areas Affected/Threatened | Y | N |
| b. Declaration/Proclamation(s) | Y | N |

ATTACHMENT C

Initial Damage Estimate (IDE) Report (San Diego County Operational Area)

To: _____
(Name) (Jurisdiction)

From: _____
(Name) (Jurisdiction)

1. Incident/Event: _____ 2. Incident Began: _____
3. Local Declaration: _____ 4. EOC Activated: _____
(Date) (Date)
5. Report Prepared By: _____ 6. This Report As Of: _____
(Date & Time)

DECLARATIONS	a. Date Requested	b. Date Granted
7. State OES Director's Concurrence		
8. Gubernatorial:		
9. SBA:		
10. Presidential:		
a. Individual Assistance		
b. Public Assistance		

IA Damage (Individual Assistance)	a. Destroyed	b. Major Damage	c. Minor Damage	d. Affected (No Phys. Damage)	e. Estimated Loss in \$K	f. Estimated % Covered By Insurance
11. Primary Residence: (Including Mobile Homes)						%
12. Business:						%
13. Other: (outbuildings etc.)						%
14. Totals:						%

Comments:

AGRICULTURAL DAMAGE	a. Acres Impacted	b. Number Impacted	c. Estimated Loss \$
15. Crops/Grazing Land			
16. Farm Buildings and Machinery			
17. Livestock			
18. Totals			

Initial Damage Estimate Report (continued)

PUBLIC ASSISTANCE (PA) DAMAGES

NOTE: CATEGORIES A & B - EXCLUDE NORMAL OPERATING COSTS

Category	Number of Sites	Estimated Costs in \$K
19. CAT A: Debris Clearance:		
20. CAT B: Emergency Protective Measures:		
21. CAT C: Road and Bridge Systems: (Non Federal):		
22. CAT D: Water Control Facilities: (levees, dams & channels)		
23. CAT E: Public Buildings & Equipment:		
24. CAT F: Public Utilities:(Water, power etc.)		
25. CAT G: Park/Recreational/Other		
26. TOTALS:		

Comments:

FEDERAL PROGRAM DAMAGE	Estimated Costs in \$K
27. Federal Highways (Emergency Relief program): (Damages to federal highway systems)	
28. U.S. Army Corps of Engineers (PL 84-99): (For emergency flood control projects)	
29. Natural Resources Conservation Service: (For emergency watershed rehabilitation)	
30. Other (Describe)	
31. Totals:	

32. Reporting Agency Point of Contact:

a. Name:

b. Phone

c. Pager:

c. Fax Number:

d. Alt. Phone Number

e. E-Mail Address:

33. When known, enter estimated date to commence Preliminary Damage Assessments (PDA):

34a. Community Relations: Need for special language considerations? ☐ Yes ☐ No

34b. If yes, please describe:

Attachment D

FEDERAL EMERGENCY MANAGEMENT AGENCY REQUEST FOR PUBLIC ASSISTANCE			O.M.B. NO. 3067-0151 Expires April 30, 2001	
<p style="text-align: center; margin: 0;">PAPERWORK BURDEN DISCLOSURE NOTICE</p> <p style="margin: 0;">Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). NOTE: Do not send your completed form to this address.</p>				
APPLICANT (Political subdivision or eligible applicant.)			DATE SUBMITTED	
COUNTY (Location of Damages. If located in multiple counties, please indicate.)				
APPLICANT PHYSICAL LOCATION				
STREET ADDRESS				
CITY	COUNTY	STATE	ZIP CODE	
MAILING ADDRESS (If different from Physical Location)				
STREET ADDRESS				
POST OFFICE BOX	CITY	STATE	ZIP CODE	
Primary Contact/Applicant's Authorized Agent		Alternate Contact		
NAME		NAME		
TITLE		TITLE		
BUSINESS PHONE		BUSINESS PHONE		
FAX NUMBER		FAX NUMBER		
HOME PHONE (Optional)		HOME PHONE (Optional)		
CELL PHONE		CELL PHONE		
E-MAIL ADDRESS		E-MAIL ADDRESS		
PAGER & PIN NUMBER		PAGER & PIN NUMBER		
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Private Non-Profit Organization ? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, which of the facilities below best describes your organization? _____ Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: ".....any private non-profit, educational, utility, emergency, medical, or custodial care facility, including a facility for the aged or disabled, and other facility providing essential government type services to the general public, and such facilities on Indian reservations." "Other essential government service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.				
Private Non-profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.				
Official Use Only: FEMA- DR- FIPS # Date Received:				

FEMA Form 90-49, SEP 98

ATTACHMENT E

State of California
Office of Emergency Services

"Exhibit B"

Page _____ of _____

List of Project Sites

Applicant: _____ Date Completed _____

SITE #	LOCATION	DESCRIPTION OF DAMAGE AND SCOPE OF WORK	FEMA CAT	COST ESTIMATE	ENV ISSUES	HIST ISSUES	DAMAGED IN PRIOR DISASTER

Attachment F

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET				O.M.B. No. 3067-0151 Expires April 30, 2001	
<p style="text-align: center; margin: 0;">PAPERWORK BURDEN DISCLOSURE NOTICE</p> <p style="font-size: small; margin: 0;">Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). NOTE: Do not send your completed form to this address.</p>					
DECLARATION NO. FEMA -DR-		PROJECT NO.		FIPS NO.	
				DATE	
				CATEGORY	
DAMAGED FACILITY				WORK COMPLETE AS OF: %	
APPLICANT			COUNTY		
LOCATION				LATITUDE	
				LONGITUDE	
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No					
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
			/		
			/		
			/		
			/		
			/		
			/		
				TOTAL COST	
PREPARED BY:			TITLE:		

Attachment F (continued)

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project.

Projects with estimated or actual cost of damage greater than \$47,800 are large projects.

Projects with estimated or actual cost of damage less than \$47,800 are small projects.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Declaration No: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.)

Project No: Indicate the project designation number you established to track the project in your system (i.e., 1, 2, 3, etc.).

FIPS No: Indicate your FIPS number on this space. This is optional.

Date: Indicate the date the worksheet was prepared in MM/DD/YY format.

Category: Indicate the category of the project according to FEMA specified work categories. This is optional.

Applicant: Name of the governmental or other legal entity to which the funds will be awarded.

County: Name of the county where the damage is located. If located in multiple counties, indicate "Multi-County".

Damage facility: Identify the facility and describe its basic function.

Work Complete as of: Indicate the date the work was appraised in the format of MM/DD/YY and the percentage of work completed to that date.

Location: This item can range anywhere from an "address", "intersection of..." "1 mile south of ...on..." to "countywide". If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.

Does the Scope of Work change the pre-disaster conditions of the site: If the work described under the Scope of Work changes the site conditions (i.e., increases/decreases the size or function of the facility or does not replace damaged components in kind with the like materials), check (✓) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (✓) no.

Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (✓) either the Yes or NO box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage, check (✓) yes. If no opportunities for hazard mitigation exist check (✓) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

Is there Insurance Coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (✓) yes if any funding or proceeds can be received for the work within the scope of work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

Code: If using the FEMA cost codes, place the appropriate number here.

Narrative: Indicate the work, material or service that best describes the work (i.e. "Force account labor overtime", "42" RCP pipe, "sheet rock replacement", etc.).

Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lp", 6/ea, etc.).

Unit Price: Indicate the price per unit.

Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

Total Cost: Record total cost of the project.

Prepared By: Record the name and title of the person completing the Project Worksheet.

Record Requirements

Please review the *Applicant Handbook* for detailed instructions and examples.

For all completed work, the applicant must keep the following records;

- Force account labor documentation sheets identifying the employee, hours worked, date and location;
- Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- Material documentation sheets identifying the type of material, quantity used and cost;
- Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

ATTACHMENT G

APPLICANT'S CHECKLIST FOR PUBLIC ASSISTANCE

The Federal Emergency Management Agency (FEMA) is authorized to provide federal disaster assistance funding under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. Upon a Presidential declaration of a major disaster or emergency, FEMA will fund 75 percent of approved eligible work with a 25 percent cost-share (18.75 percent state and 6.25 percent local). All federal grants must be administered in compliance with Title 44 of the Code of Federal Regulations (44 CFR), Parts 13 and 206.

Declaration of Major Disaster or Emergency

1. Identify disaster damage to publicly-owned facilities
2. Document emergency work performed

Applicant's Briefing

3. Attend Public Assistance Applicant's Briefing
4. Read FEMA/OES documents distributed at briefing

Following Applicant Briefing

5. Submit Request for Public Assistance (RPA) at the briefing. Submit evidence of tax exemption (private non-profit only).
6. Governor's Authorized Representative (GAR) submits the State approved application to Regional Director, FEMA, for final approval
7. Regional Director returns application to GAR, who forwards a copy to the applicant along with the instructions and forms required for filing a final claim. Applicant has 60 days to file an appeal on any part of the application denied.
8. Prepare List of Projects (Exhibit B form)
9. Designate Applicant's Authorized Agent (OES 130)
10. Submit Supplemental Agreement (OES 89)
11. Obtain State Identification Number

Damage Surveys

12. Prepare map showing disaster damage locations
13. Provide Project Worksheet (PW) team with completed List of Projects, Exhibit B. Accompany Federal-State damage survey team to document damage and prepare repair estimates on Project Worksheets (PWs).

APPLICANT'S CHECKLIST FOR PUBLIC ASSISTANCE (continued)

14. Sign and retain copy of Project Worksheet (PW) (FEMA 90-91) and give original PWs to State/Federal Team.
15. Follow up with Governor's Authorized Representative (GAR) to obtain Project Worksheet (PW) after FEMA Review.

Special Considerations

16. Participate in Hazard Mitigation Survey, as required
17. Assist in flood plain management process, as required
18. Assist in Environmental Reviews, as required
19. Submit Insurance commitment (FEMA 90-44), if required

Project Completion

20. Submit Net Small Project Cost Overrun (NSPO), if necessary. Pursuant to federal regulations [44 CFR, Section 206.204(e)], "The normal procedure for small projects will be that when a subgrantee discovers a significant overrun related to the total final cost for all small projects, the subgrantee may submit an appeal for additional funding within 60 days following the completion of all of its small projects [emphasis added]." FEMA defines project completion as the completion of construction. Accordingly, the subgrantee must complete all of its small projects associated with a disaster; determine if there is a NSPO; and if necessary, submit a request for the NSPO within the 60-day regulatory deadline described above. All requests for NSPO's must contain sufficient documentation to support the requested costs for all small projects, not only the small projects with cost overruns.
21. Maintain adequate documentation for costs on each project
22. Observe FEMA time limitations for project completion
23. Submit final claim for reimbursement
24. Assist in State Controller audit, if applicable (applicant's claim and audit report transmitted by GAR to FEMA for audit and payment.)

Final Payment

25. Receive final payment from State Controller (after state has received funds and GAR has scheduled payments to applicant through State Controller's Office)

Attachment H

AGENT RESOLUTION (SAMPLE)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL/BOARD OF DIRECTORS OF THE CITY/SPECIAL DISTRICT OF _____ DESIGNATING PERSONNEL AUTHORIZED TO PROCESS FINANCIAL DOCUMENTS RELATING TO THE STATE NATURAL DISASTER ASSISTANCE ACT AND FEDERAL ROBERT T. STAFFORD ACT (PL-288, AS AMENDED)

WHEREAS, the City/Special District of _____ suffered severe damage due to conditions of extreme peril caused by _____ (fire, flood, storm, epidemic, earthquake, or other cause), commencing on or about the ____ day of _____, _____; and

WHEREAS, a local emergency was proclaimed for the City/Special District of _____ by the Director of Emergency Services on the ____ day of _____, ____; and

WHEREAS, the City/Special District of _____ has applied to the State of California for State and Federal disaster assistance under the Natural Disaster Assistance Act and the Robert T. Stafford Act (PL-288 as amended); and

WHEREAS, in order to receive any State and Federal disaster assistance funds it is necessary for the City Council/Board of Directors to authorize personnel to process the required financial documents;

NOW THEREFORE, the City Council/Special District of _____ DOES RESOLVE that the City Manager, Deputy City Manager, Fire Chief (and comparable positions within a Special District) are hereby authorized to provide to the State Office of Emergency Services the assurances and agreements required for all matters pertaining to such state and federal disaster assistance.

PASSED AND ADOPTED by the City Council/Special District of _____, California, this ____ day of _____, _____, by the following vote:

Attachment I

Request for Time Extension (Sample Letter)

Date

State Office of Emergency Services
Attn: Public Assistance Officer
Address (Provided for each disaster by OES)

Re: Request for Time Extension
Disaster # (Provided for each disaster by FEMA)
Project Application ID # (Provided for each disaster by FEMA)

Dear :

The (Jurisdiction) is requesting a time extension for the following Project Worksheet (PW)s:

<u>PW #</u>	<u>Category</u>	<u>Revised Completion Date</u>	<u>Reason for Delay</u>
12345	C	June 30, 1999	Heavy rainfall stopped work Jan-March 1999.
67891	F	September 30, 1999	Found heavy rock deposits when tunneling for new pipe

Should you have any questions, please contact me at (619) ____ - ____.

Sincerely,

(see section C.6)

(NOTE: A copy of this letter must be maintained in the site documentation file)

Attachment J

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										Page		of	
1. APPLICANT			2. PAID			3. PW#			4. DISASTER NUMBER				
5. LOCATION/SITE						6. CATEGORY			7. PERIOD COVERING to				
8. DESCRIPTION OF WORK PERFORMED													
NAME		DATES AND HOURS WORKED EACH WEEK							COSTS				
JOB TITLE		DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY	TOTAL COSTS
NAME		REG.								\$		\$	\$
JOB TITLE		O.T.								\$		\$	\$
NAME		REG.								\$		\$	\$
JOB TITLE		O.T.								\$		\$	\$
NAME		REG.								\$		\$	\$
JOB TITLE		O.T.								\$		\$	\$
NAME		REG.								\$		\$	\$
JOB TITLE		O.T.								\$		\$	\$
Total Cost for Force Account Labor Regular Time:												\$	
Total Cost for Force Account Labor Overtime:												\$	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED			TITLE						DATE				

Attachment K

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD				Page _____ of _____									
1. APPLICANT		2. PAID		3. PWW		4. DISASTER NUMBER							
5. LOCATION/SITE		6. CATEGORY		7. PERIOD COVERING to									
8. DESCRIPTION OF WORK PERFORMED													
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS			
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
GRAND TOTALS:												\$	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED				TITLE				DATE					

FEMA Form 90-127, NOV 98

Attachment L

FEDERAL EMERGENCY MANAGEMENT AGENCY RENTED EQUIPMENT SUMMARY RECORD						Page	of	
1. APPLICANT		2. PAID		3. PW #		4. DISASTER NUMBER		
5. LOCATION/SITE				6. CATEGORY		7. PERIOD COVERING to		
8. DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
				\$				
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
				\$			\$	
GRAND TOTAL:								
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED				TITLE		DATE		

FEMA Form 90-125, NOV 98

Attachment M

FEDERAL EMERGENCY MANAGEMENT AGENCY MATERIALS SUMMARY RECORD						Page _____ of _____		
1. APPLICANT		2. PAID		3. PW #		4. DISASTER NUMBER		
5. LOCATION/SITE				6. CATEGORY		7. PERIOD COVERING to		
8. DESCRIPTION OF WORK PERFORMED								
VENDOR	DESCRIPTION	QUAN	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
			\$	\$			<input type="checkbox"/>	<input type="checkbox"/>
GRAND TOTAL:								
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED			TITLE			DATE		

Attachment N

FEDERAL EMERGENCY MANAGEMENT AGENCY CONTRACT WORK SUMMARY RECORD				Page	of
1. APPLICANT		2. PAID		3. PW #	
4. DISASTER NUMBER		5. LOCATION/SITE		6. CATEGORY	
7. PERIOD COVERING to		8. DESCRIPTION OF WORK PERFORMED			
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS/SCOPE	
to			\$		
to			\$		
to			\$		
to			\$		
to			\$		
to			\$		
to			\$		
to			\$		
to			\$		
to			\$		
GRAND TOTAL:					
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.					
CERTIFIED		TITLE		DATE	

FEMA Form 90-126, NOV 98

APPENDIX N-1

DAMAGE ASSESSMENT AND RECOVERY EMERGENCY ACTION CHECKLIST RESPONSE TO ALL EMERGENCIES

<u>Action</u>	<u>Responsibility</u>
Staff County EOC	ODP, Assessor, Environ. Health
Status Reports	Affected Agencies
Situation Report to OES	ODP
EOC Log Casualties, Dollar Estimates	ODP, Assessor, DPLU
Coordinate Field Survey Teams	Environ. Health, ICBO, Public Works
Damage Assessment Summary Report	ODP, Assessor, Env. Health, Public Works, OES
Field Inspections, Cost Recovery	Environ. Health, General Services,
Estimates for County Roads and Facilities	Public Works, OES, FEMA
Applications for Disaster Relief Funds	ODP
Supporting Documentation Research and Analysis for Applications	Auditor
Administration of Advance Funds	Auditor